

DATE: July 17, 2023

REPORT NO: HR-01-2023

SUBJECT: **Health and Safety Policy**

CONTACT: Cassandra Carey, Human Resources Coordinator
Jessica Dyson, Director of Legislative Services/Clerk

OVERVIEW:

- The Township of West Lincoln will establish best practices to communicate the health and safety responsibilities of workplace parties, contractors and visitors.
- All Township operations will strive to be a model of high quality health and safety practices.

RECOMMENDATION:

- (1) That, Information Report HR-01-2023 “Health and Safety Policy” dated July 17, 2023 be received for information; and,
- (2) That, By-law 2023-02, being a By-law to establish a Municipal Health and Safety Policy Statement be repealed and substituted with the Health and Safety Policy as attached as Schedule A to this report.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Foundational** – Advance Organizational Capacity and Effectiveness

BACKGROUND:

With the addition of the Human Resources Coordinator position, it was imperative to review current Policies, shape revisions that align with the strategic goals of the Township and construct future Policies to provide a foundational pillar of clear and concise practices for employee's.

The purpose of this Policy is to outline best practices of health and safety responsibilities of all Township parties. This Policy will define and promote Occupational Health and Safety programs, communicate the Corporation's commitment to a healthy and safe workplace while ensuring compliance with evolving legislation. It is believed that updated Policies will keep workplaces running efficiently, resulting in reduced workplace illness or injuries.

CURRENT SITUATION:

As outlined in the Occupational Health and Safety Act, an employer shall prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy; and, post at a conspicuous location in the workplace a copy of the occupational health and safety policy.

This policy was reviewed by the Township's Joint Health and Safety Committee and no concerns were provided.

Current By-law 2023-02 supports the establishment of a Health and Safety Policy, and can now be repealed as the Health and Safety Policy has been written.

FINANCIAL IMPLICATIONS:

Not applicable to this report.

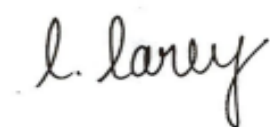
INTER-DEPARTMENTAL COMMENTS:

The Policy has been discussed by the Human Resources Coordinator at the Senior Management Team meeting. The Joint Health and Safety Committee was given an opportunity to provide comments, and none were given. This report was also reviewed by the CAO.

CONCLUSION:

Staff recommends that By-law 2023-02 be repealed, as the prescribed Health and Safety Policy has been completed.

Prepared & Submitted by:



**Cassandra Carey,
Human Resources Coordinator**

Approved by:



**Bev Hendry,
CAO**



**Jessica Dyson,
Director of Legislative Services/Clerk**